

## **5.1 Instructions for Enclosing Provisional Documentation**

If you will graduate after the application deadline you can apply for admission by enclosing provisional documentation in accordance with the instructions below (alternative a or b) and supplement your application as soon as you have obtained your degree certificate and final transcript of records. The final documents have to reach Hanken no later than by the deadline decided for the current admissions round.

**Important:** If you already know that you will not be able to make the official documentation available to Hanken by the deadlines above, you cannot apply in the respective application round.

If you have not graduated by the application deadline, please submit provisional documents according to the alternative below that applies to your situation:

a) If you have completed all studies and they have been graded, but you have not yet received your diploma:

Include in your application an official transcript of records signed and stamped by the university, together with a certificate from the university with information on when you will receive the diploma. Supplement your application with the officially certified final documents by the deadline.

b) If you have not completed all studies and/or some of your courses/achievements have not yet been graded or registered in your transcript of records:

Include in your application an official transcript of records showing all the studies completed and graded by the time of submission of the application. In addition, include in your application a detailed description of the remaining studies and the time table for completing them, as well as the estimated date of receiving the diploma. Supplement your application with the officially certified final documents by the deadline.

Admission will be conditional for successful applicants who have not received their degree certificate by the application deadline. Conditionally admitted applicants must submit an officially certified copy of their degree certificate and final transcript as soon as they have obtained them, but no later than by the deadline.

If Hanken has not received the aforementioned documents within the set time, the offer of admission will be withdrawn. The offer of admission is also withdrawn if the final documents show that the applicant does not fulfil the admission criteria (general and/or major specific).